

Micro Computing Technicians and Specialists

- I. The following career ladder will test an eligible employee for competency(ies) after the employee has completed the probationary/trial period. Should the employee pass relevant tests and/or otherwise demonstrate technical and project management skills as set forth below after completing the requisite period of time in the position, the employee shall advance to the next classification and shall receive salary increment increases in accordance with the provisions of the Handbook.
- A. **Career Ladder Progression – Micro Computer Technician** - all new certifications and/or processes must be agreed upon between both management and employee prior to seeking promotion. Should the title or classification be updated to reflect industry standards the career ladder listed below would follow.

Technician 1 advancement to Technician 2 must complete the following:

1. Successful Completion of the 12-month probationary period; **and**
2. submission of evidence of having earned relevant certification agreed upon in collaboration with supervisor and technician; **and**
3. successful implementation/execution of new or streamlined processes, contributing to improved workflows.

Technician 2 advancement to Technician 3 must complete the following:

1. Remain in good standing while performing the essential job functions of a Technician 2 for a period of one calendar year; **and**
2. submission of evidence of having earned an additional relevant certification agreed upon in collaboration with supervisor and technician; **and**
3. successful implementation/execution of new or streamlined processes, contributing to improved workflows related to the most recently earned certification.

Technician 3 advancement to Technician 4 must complete the following:

1. Remain in good standing while performing the essential job functions of a Technician 3 for a period of one calendar year; **and**;
2. submission of evidence of having of having earned an additional relevant certification agreed upon in collaboration with supervisor and technician; **and**
3. successful implementation/execution of new or streamlined processes, contributing to improved workflows related to the most recently earned certification .

B. Career Ladder Progression – Micro Computer Specialists all new certifications and/or processes must be agreed upon between both management and employee prior to seeking promotion. Should the title or classification be updated to reflect industry standards the career ladder listed below would follow.

Specialist 1 advancement to Specialist 2 must complete the following

1. Successful Completion of the 12-month probationary period;
and;
2. submission of evidence of having earned an additional relevant certification agreed upon in collaboration with supervisor and specialist;
3. successful implementation/execution of new or streamlined processes, contributing to improved workflows related to the most recently earned certification.

Additional Information:

1. To support the career ladder progression, the District will, when resources are available, supply relevant educational materials for check out to staff.
2. The District shall pay the cost of the initial testing for each certification. Any subsequent testing will be at the employee's own expense.
3. At such time as resources are available, as determined by the Director of Technical Services, the District will provide tuition payment for Micro Computer Technicians and Micro Computer Specialists to attend training course(s). Selection for attendance shall be based upon class certification, needs of the District, prior performance, and seniority.
4. Should the Technician or Specialist leave the Department within one year of completion of the training, the District shall withhold the following tuition reimbursement from the employee's paycheck: 100% if leave within 0-6 months following completion of training; 75% if leave within 6-9 months following completion of training; 50% if leave within 9-12 months following completion of training.